

26-27 External Examiner Nomination Form

Part B – Nominee Declaration

Please refer to the Standard Operating Procedures > External Examiner Appointment before completing this form:
<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ExaminationsandAssessment/TaughtExternalExaminers/>

For any queries, please contact externalexaminers@qub.ac.uk.

You can access a PDF version of this form before completing the form online
here: <https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/Filestore/Filetoupload.1877555.en.pdf>

Please note that the University is required to check the right of external examiners to work in the UK. To comply with UK Visa and Immigration (UKVI) requirements, you will be asked to provide documentary evidence of your right to work in the UK.

required

Details

1. Title *

2. Forename *

3. Surname *

4. Email Address *

5. Institution/Organisation *

6. Do you have experience as an external examiner for taught modules/programmes in the UK/Irish higher education system? *

Yes

No

7. Other relevant experience *

8. Previous and current external examining experience: *

For each appointment, please provide:

(i) Institution

(ii) Modules and/or Programmes covered

(iii) Dates of appointment

Person Specification

9. Please confirm that you meet the below criteria: *

- Knowledge and understanding of UK sector-agreed standards for the award(s) being assessed.
- Competence and experience in the fields covered by the programme of study such that the respect of academic and/ or professional peers can be commanded. It is expected that nominees are of at least Senior Lecturer level, or equivalent.
- Relevant academic qualifications to at least the level of the qualification being externally examined and/or practitioner experience.
- Competence and experience in designing and implementing a variety of assessment tasks.
- Meet any applicable criteria set by professional, statutory or regulatory bodies.

Declaration of Conflicts of Interest

Please note the following QAA guidance on Conflicts of Interest and Reciprocal Arrangements:

Conflicts of interest: Conflicts may arise during engagement or tenure, where providers reasonably believe the interests of one party affect the motivations or impartiality of another. This might include close personal or professional relationships with staff, students, or previous experts involved in their area of responsibility, an excessive influence due to their standing in other roles, or because their inclusion in a team of experts creates an unbalanced view. A conflict of interest might build up over time because of an excessive engagement period or re-engagement by the same provider.

Reciprocal arrangements: These may arise during the engagement or tenure of an external expert, if a reasonable person would interpret one service in exchange for another. For example, if one provider engages an expert from another provider and then provides an expert to the same or closely-related provision in return.

(Source: UK Quality Code for Higher Education: Advice and Guidance - External Expertise, November 2018)

***If a Conflict of Interest is identified, please contact Academic Affairs via externalexaminers@qub.ac.uk to discuss the nomination.**

10. Please confirm that you meet the below criteria? *

- The nominee has not been significantly involved in recent or current substantive collaborative activities with a member of staff closely involved in the delivery, management, or assessment of the programme(s) in question. Significant involvement in this context refers to those directly involved with a close knowledge of one another's work.
- The nominee is not former staff or a student of the institution unless a period of five years has elapsed, and all students taught by or with the external examiner have completed their programme(s).

Expectations

Please confirm that you agree with the below statements

11. In submitting this nomination, please confirm that: *

- You have agreed to undertake all the duties of an external examiner at Queen's, as outlined in the institutional Code of Practice on Examinations and Assessment.
- You have agreed to undertake any additional duties as required of an external examiner by a relevant professional body.

Processing of Personal Data

12. Please confirm you accept that:

- The name, position and institution of external examiners will be made available to students registered on the module(s) and/or programme(s) in question.
- The name, position and institution of external examiners will be made available to academic, professional support and clerical staff involved in the administration of external examining procedures.
- Student names, or other personal data, must not be included in annual external examiner reports.
- Staff names, or other personal data, must not be included in annual external examiner reports.
- Any comments on the work of individual students may be disclosed to the student.
- Where relevant, the name, position and institution of external examiners will be shared with partner organisations with responsibility for delivering some or all of the module(s) and/or programme(s) in question.
- Where relevant, the name, position and institution of external examiners will be shared with professional bodies with a legitimate interest in monitoring the module(s) and/or programme(s) in question.
- You can withdraw your consent to the above by notifying externalexaminers@qub.ac.uk.

*

Confirm

Monitoring Information

Queen's University Belfast aims to provide equality of opportunity to all persons, regardless of their religious or philosophical belief; political opinion; sex; race; age; sexual orientation; or whether they are married or are in a civil partnership; or whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

This section of the form is used for the purpose of ensuring that we continue to provide equality of opportunity and we monitor the underrepresented groups who are not recorded using the Q work payment route, for example external applicants applying for funding opportunities, external examiners and guest lecturers.

You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer all questions as the University considers that monitoring is the essential first step in implementation of its equal opportunities policy and its equality scheme. The University would appreciate your cooperation in completing this monitoring form in order that it may effectively monitor, evaluate and review its policies and procedures. Your answers will be used by us to prepare and submit returns to Funders, Higher Education Statistics Agency (HESA) and to provide anonymised data for Institutional reports and Freedom of Information requests. Your identity will always be kept anonymous. This monitoring data will be strictly controlled and managed by Academic Affairs compliant with General Data Protection Regulations.

13. Gender Identity

- Male
- Female
- Prefer to self define

14. Please define your gender

15. Race

- White British
- White Irish
- White Other
- Other Asian Background
- Chinese
- Irish Traveller
- Black or Black British-Caribbean
- Black or Black British-African
- Other Black Background
- Asian or Asian British-Indian
- Asian or Asian British-Pakistani
- Asian or Asian British-Bangladeshi
- Mixed ethnic group (please specify below)
- Any Other ethnic group (please specify below)

16. Please specify ethnic group

17. Sexual Orientation

- Of the same sex
- Of a different sex
- Of either sex

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